



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2011-19

June 22, 2011

Open To: All Interested Candidates/All Sources
Position: Building Engineer - Supervisor, FSN-11
Opening Date: Immediate
Closing Date: July 05, 2011
Work Hours: Full Time Schedule-40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of Building Engineer - Supervisor for the Facility Management Section.

All ordinarily resident (OR) applicants must have the required work and/or residency permits to be eligible for consideration.

BASIC FUNCTION OF POSITION

Under the supervision of the Facility Manager, the Building Engineer is responsible for maintaining the U.S. Embassy's/Consulate's Mechanical and Electrical Systems such as, Chiller Plant, Air Handling Units, VAV System, Potable Water, Sanitary Sewage and Oil Water Separator Systems. Also, Electrical Power Distribution Systems; Voltage Regulators; Transformers; Switchgear; Automatic Transfer Switches; Variable Frequency Drives (VFD); and Uninterruptible Power Supply (UPS) Systems. Responsibilities also include supervision of posts maintenance staff that maintains all mechanical and electrical equipment throughout the Embassy's/Consulate's buildings and grounds.

Employed as a Mechanical Engineer to manage preventative maintenance and repair work throughout the New Embassy Compound/New Consulate Compound (NEC/NCC) buildings, grounds and residential owned/leased properties. Work assignments will be directed by the Facility Manager and assists in the supervision of facility maintenance staff. Assists in the management in responses to both written and verbal requests for maintenance services and ascertains all of the necessary information to determine whether the work is of a routine or emergency nature. Familiarization of general mechanical and electrical building systems is required.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as an expert in planning, organizing and maintaining large and complex mechanical and electrical systems and equipment. Such as Building Automation Systems and Controls, Emergency Power Generation with distribution and HVAC systems. Solves mechanical and electrical problems to increase mechanical and electrical systems efficiency at the Embassy/Consulate. Estimates future maintenance costs and

potential savings; formulates recommended mechanical projects and assists the Facility Manager with future project and annual budget projections.

Assists in maintaining a comprehensive preventative maintenance program by directing facility maintenance staff and/or monitoring contracted service providers, for equipment, systems and controls. Maintains; monitors; troubleshoots; configures; identifies; isolates and corrects faults; performs diagnostic tests; ensures the proper operations of designated equipment and systems. Prepares reports to document and monitor the operation of equipment with systems and reports status to the Facility Manager. In the absence of the Facility Manager may serve as temporary Facility Manager, as delegated. **50%**

Provides budget input for operating, maintenance and repair costs to include all tools, special equipment and spare parts required to maintain systems within designed operational performance requirements and within operating budget limits. Assist the Facility Manager in briefing post management on work and project status. Attends staff meetings, as delegated, to provide justifications for project and maintenance requirements. **20%**

Assists in maintaining post's Construction Maintenance Management System (CMMS), known as Work Order for Windows (WOW) in conjunction with post's WOW Clerk to ensure that planned preventative service events and unscheduled events are recorded as completed. Manages and maintains the technical library and data containing in WOW consisting of as-built documents (plans and specifications), maintenance manuals, manufacturer's data sheets, list of spare parts and tools, manufacturer's and supplier's contact data, and warranty information on equipment and systems. **10%**

Develops and monitors contract procurement documents which include: written scopes of work, construction drawings, specifications, bill of materials, and independent government cost estimates for minor maintenance, repair and alteration projects. Assists in analysis of contractor's bid proposals for technical accuracy and provides recommendations as to the contractor's ability to perform work. Serves as a Contracting Officer's Representative (COR) or as Government Technical Monitor (GTM) for contracts, as delegated, to monitor contractor's work performance for products and services per contract requirements. Additional duties include the following: development of acceptance reports; punch lists management; and quality control inspections with tests as required. **10%**

Assists post's Physical Occupation Safety Officer (POSHO) by contributing to the safety program by conducting inspections of facilities to ensure compliance to DOS safety and wellness requirements. Develop deficiency reports with recommendations for solutions along with independent government cost estimates. Performs inspections of safety repairs for compliance with DOS requirements to ensure work does not present health problems or risk of injury to mission staff, contract workers or visitors to the facility. **10%**

DESIRED QUALIFICATIONS

Education: Completion of a 4-year Bachelor of Science degree, or equivalent, in Mechanical/Electrical General Engineering from an accredited university program. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited or equivalent by the Accreditation Board of Engineering and Technology (ABET) as a professional engineering curriculum.

Prior Work Experience: Minimum of five years of progressive experience working as a project manager/supervisor at a manufacturing plant, major resort, hospital, office complex or a large university/school system. Managing preventative maintenance programs and the operation of a Computerized Maintenance Management System (CMMS). Knowledge of building codes and industry construction standards. Experience in developing scopes of work, construction documents (plans and specifications) and cost estimates for repairs, equipment replacement and new construction. Ability to use computer aided design drafting programs (e.g. AutoCad), to develop and manipulate drawings and details. Position requires at least 2-years of supervisory experience managing between 3 to 10 employees.

Post Entry Training: Position may require individual to travel TDY for the purpose of receiving on the job training to become familiar with mission maintenance operations. Must have basic understanding of the Department of State contracting procedures in order to develop contract packages for solicitation and responsibilities of performing Contracting Officers Representative, COR/GTM duties. Must complete the 40 hour Contracting Officers Representative, COR training course before the candidate can assume duties as a COR/GTM. Additional available training includes the following:

FSI (Foreign Service Institute)/On Site:

PA178 Contracting Officer's Representative (COR)

PA313 Effective Operational Management

PA521 Facility Manager Tradecraft

PA522 Building Automation Systems

PA523 HVAC Building Automation Fundamentals for Building Managers

PA524 Electrical Power Generation for Facility Managers

PA525 Overseas Facilities Management

Distance Learning:

PA296 - How to be a Contracting Officer's Representative

PA438 - Web.PASS Work Order for Windows

PA526 - ProjNet SM Facilitating Design and Construction Communication

Language Proficiency: Level IV in both English and host country language written, and spoken proficiency required.

Knowledge: Must have an excellent knowledge of HVAC, chillers, electrical distribution, voltage regulation, automatic transfer switches, and general building mechanical and electrical systems. Must be an experienced supervisor. Be well versed of established mechanical and electrical codes, trade practices and the ability to supervise and manage a medium size maintenance staff and programs. Proficient in the use of MS Office software (Word, Excel, Power Point etc) AutoCad and other special computer programs required for this position.

Skills and Abilities: The incumbent shall have the ability and skills in the following areas:

- work independently and unsupervised by the Facility Manager;
- serve as acting Facility Manager as delegated;
- develop and manage work plans and distribution work assignments to facility maintenance personnel;
- management of a preventative service programs and operation of a CMMS;

- development of statements of work, perform feasibility studies for proposed projects, construction documents (plans and specifications), and cost estimates;
- maintains inventory of critical spare parts and specialized tools for equipment and systems;
- assist in developing annual budgets, responses to DOS requests for facility data, and tracking of unscheduled maintenance issues;
- knowledge of international building codes and of both industry and local construction standards. Must be able to work unsupervised and may be called upon to perform the duties of Acting Facility Manager during the absence of the Facility Manager.
- ability to read and understand mechanical layout drawings, undertake feasibility studies and write detailed technical reports is a must for this position;

POSITION ELEMENTS

Supervision Received: Incumbent is directly supervised by the Facility Manager. When the Facility Manager is absent from post, the incumbent may be delegated to the role of acting Facility Manager, who would then report directly to the Management Officer.

Supervision Exercised: Supervises a staff between 5 to 25 individuals in the management of the day-to-day facility preventative maintenance program and execution of multiple repair/improvement projects. When performing duties as the Acting Facility Manager supervisory role may be expanded to additional facility maintenance personnel.

Available Guidelines: Department of State rules and regulations including the Foreign Affairs Manual (FAM), manufactures technical library, as-built building drawings and plans, equipment maintenance plans, and OBO technical guidelines including the Work Orders for Windows Training Guide.

Exercise of Judgment: Limited to tasks assigned by determining appropriate methods for repairs and performing maintenance. Determines and implements safe working procedures and environment for a mission personnel, contractors and visitors.

Authority to Make Commitments: Limited to assigned task by the Facility Manager and/or Contracting Officer on material and equipment selections for contacts

Nature, Level and Purpose of Contacts: Interacts with staff supervisors, technicians, customers and if assigned, provides quality assurance of service contractors and vendors.

Time Required to Perform Full Range of Duties after Entry into the Position: 12 months

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae; **plus**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Application for Employment.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO
Human Resources Office

Attention: The Human Resources Officer
Embassy of the United States
Avenue des Etats Unis
B.P 1720 Bujumbura
or
Email: BujumburaHR@state.gov

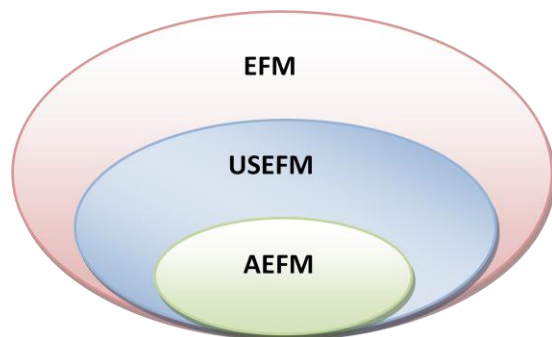
POINT OF CONTACT

Telephone: 22.207.263

CLOSING DATE FOR THIS POSITION: July 05, 2011

The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS

This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).